



Division of Administrative Hearings

Michael S. Williams, Director & Chief Judge

The Chancery
1120 Lincoln St., Suite 1400
Denver, Colorado 80203
Phone (303) 764-1400
Fax (303) 764-1401
www.colorado.gov/dpa/doah

Audio Recording/Transcript of Hearing Request

Today's Date: _____ Case No: _____

Claimant/Party's Name: _____ Party Represented by Requestor _____

Is this request in conjunction with a Petition to Review? ____ Yes ____ No

Date of Hearing: _____ Location of Hearing: _____

If Denver, please specify Courtroom: ____ A ____ B ____ C ____ D ____ E

Time Hearing Started: _____ Time Hearing Ended: _____ Tape # (if applicable) _____ Judge: _____

Requests for written transcripts will be forwarded to an outside transcription service for preparation. The service will contact the requestor with payment information and completion dates.

I am requesting a copy of: ____ CD/Tape recording of the hearing only.
____ Written transcript of the hearing only.
____ Both the CD/Tape recording and written transcript of the hearing.

By signing this request, I acknowledge that the filing of this form with the Division of Administrative Hearings **does not** constitute filing an appeal of this case. I further acknowledge that if this request is in conjunction with a Worker's Compensation Petition to Review or other form of Appeal that additional filing requirements may need to be met pursuant to any and all applicable rules of the agency/department involved.

Signature _____ Phone No. _____

Name (*Please Print*) _____ Fax No. _____

Firm _____

E-Mail Address _____ Opposing Counsel Name _____

Address _____ Opposing Counsel Phone Number _____

City, State & Zip _____ Opposing Counsel Fax No. _____

To be completed by the Division

Request Logged in Database _____ Hearing medium copied _____ Recording sent out for transcription _____ Requestor notified of completion _____

A \$3.00 charge will be assessed for duplication of **AUDIO CASSETTES**. There is no fee for duplicating CD's. When the copy of the hearing is ready, the requestor will be notified by phone. The Requestor is responsible for arranging pick up of the recording. If the Requestor wants the recording mailed to them, they must also submit an addressed envelope with sufficient postage affixed to it.